



DATE: October 22, 1992

TO: District Engineers
District Field/Construction Engineers
Resident/Project Engineers

FROM: Gerald D. Dobie
Engineer of Construction

SUBJECT: **CONSTRUCTION INSTRUCTIONAL MEMORANDUM 1992-20**
Shop Drawings and Structural Steel Pay Weight Letters

A change has been made in current policy for the distribution of shop drawings and structural steel pay weight letters.

Five copies of shop drawings will be sent to the resident/project engineer directly from Design Division. Three copies are for resident/project offices use and two copies should be forwarded to the prime contractor.

Structural steel pay weight letters will be sent to the resident/project engineer directly from Design Division. The resident/project engineer will forward a copy of the letter to the prime contractor and to the district field engineer (if needed).

The Lansing Construction Office will no longer receive copies of these letters, so any questions should be directed to Design Division.

If there are any questions about this change in policy, please contact Selena Friend (52250).

Engineer of Construction

GDD:SF:jd

cc:	Construction Staff Engineers	M & T Division	MRBA	R. Hunt
	Construction Staff Technicians	Design Division	MAPA	
	Engineering Services Division	H. Linne		W. Homrich

Index Subject: Structures